



Ranches Primary School

TERMS AND CONDITIONS

1. Payment of Fees

Admission at the Start of Academic Year:

1.1. Parents are required to pay the School Fees on or before the first day of Semester 1. The School Fees may be paid using the following methods:

1.1.1 Cheque, in full payment or 2 cheques may be submitted, one cheque dated the 1st day of Semester 1 and one cheque dated the 1st day of Semester 2.

1.1.2 Bank Transfer, the School Bank account details are available upon request.

1.1.3 Cash.

1.1.4 POS payment - We accept payments using Visa and MasterCard credit/debit card in AED

1.1.5 Online Payment - We accept payments online using Visa and MasterCard credit/debit card in AED. All credit/debit cards details and personally identifiable information will NOT be stored, sold, shared, rented or leased to any third parties. Country of merchant domicile: UAE

1.2 If a place is accepted for a Student at the beginning of a Semester and the Student does not attend the School until after the start of the Semester, no refund will be payable by RPS for the non-attendance and full Semester Fees are payable in accordance with Clause 1.1 above

Admission during the Academic Year:

1.3 If a Student joins the School after the start of the Academic Year, School Fees for the Semester in which they are admitted will be calculated on the following basis:

1.3.1 If attending less than 2 weeks of the Semester, one month's fee or applicable annual enrollment/re-enrollment fee, whichever is higher, is payable.

1.3.2 If attending more than two weeks and less than one month of the Semester, two month's Fee is payable.

1.3.3 If attending more than one month and less than 6 weeks of the Semester, 3 months Fee is payable. 1.3.4 If attending more than 6 weeks of a Semester, the full Semester Fee is payable

1.3.5 The value of one month's fee shall be calculated by the value of the total annual School Fee over ten months.

1.3.6 The School Fee payment must be received by RPS seven days prior to the Students start date.

1.3.7 Payment shall be made in accordance will Clause 1.1 above.



2. Non-Payment of School Fees

2.1 If School Fees are not received in accordance with the terms and conditions within this document, RPS reserves the right to suspend the Student from School and take such further appropriate action in accordance with the Knowledge and Human Development Authority (KHDA)

2.2 If a cheque is returned by the payer's bank to RPS for any reason whatsoever, RPS will charge an administration fee of AED 500 for each cheque which is returned by the Bank.

2.3 The signatories to the RPS Admission Application and/or this document will be jointly and severally liable for the payment of School Fees.

3. Additional costs

Parents are responsible for any additional student costs of attending RPS which include but are not limited to text books, uniform, and student meals.

Further costs which may be incurred are set out in Schedule C of the Student Handbook.

4. Refund of Enrollment and Re-enrollment Fees:

4.1 Enrollment/Re-enrollment fee is not refundable, but will be adjusted against Semester fees if admission is confirmed.

4.2 Enrollment/Re-enrollment fee paid cannot be deferred or carried forward to next Semester/academic year nor can be adjusted towards fee due for sibling.

5. Refund of Tuition Fees:

5.1 Where a Student's place has been accepted at RPS and School Fees have been paid in accordance with Clause 1.1 above and the Student acceptance is subsequently withdrawn prior to the Student's Start Date, the parent must give written notice of the withdrawal to RPS Admissions.

5.2 This written notice must be received by the RPS Admissions office prior to the Start date of the Semester.

5.3 If written notice is received in accordance with Clause 5.2 above, all monies received in respect of School Fees in excess of applicable annual enrollment/re-enrollment fee amount will be refunded. The annual enrollment/re-enrollment fee amount is non-refundable.

5.4 All other refunds shall be calculated on the duration of Student attendance in the semester in which the Leaving date falls in accordance with the following:

5.4.1 Where a Student attends class for a period of less than two calendar weeks of the Semester, one month's fee or applicable annual enrollment/re-enrollment fee amount, whichever is higher, is payable and the remainder of that Semester's Fee paid will be refunded.

5.4.2 Where a Student attends class for a period of more than two calendar weeks of the Semester but less than one calendar month, two month's fee is payable and the remainder of that Semester's Fee paid will be refunded.



5.4.3 Where a Student attends class for a period of more than one calendar month but less than six calendar weeks of the Semester, three month's fee is payable and the remainder of that Semester's Fee paid will be refunded.

5.4.4 No refund will be made where the Student attends class for more than 6 calendar weeks of the Semester

5.5 The value of one month's School Fees shall be calculated by the value of the annual School Fee over ten months.

5.6 Parents are required to give the RPS Admissions office a minimum of thirty days written notice of their intention to withdraw the Student from RPS to allow the proper preparation of leaving documentation and refunds if any are payable.

5.7 The annual Enrollment/Re-Enrollment Fee, Assessment Test fee, any Additional Costs as referred to above are not refundable in any event.

I have read and fully understand the Terms and Conditions for Admission to RPS and confirm acceptance of these Terms and Conditions contained herein.

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Parent/Guardian Signature Parent/Guardian Signature

Date..... Date.....